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My Transaction Summary

Transaction #20	
Account Number Ending In:	8998
Checking Deposit	\$1,787.47
Cash Amount	\$1,787.47
Bag Number	5977

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/20/2010 08:42

Business Date 04/20/2010
Session #11

Thank you - Jose
Cashbox #04

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1787.47
DATE: 4/19/10
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157597

Cash Management Log

DAY - Tuesday DATE - 4/29/10

SAFE COUNT										
NAME	OPEN: <u>Cashier</u>		MID 1: <u>BRANDON</u>		MID 2:		MID 3:		CLOSE: <u>KA</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5:17</u>	<u>11:56</u>	<u>12:00pm</u>	<u>3:15pm</u>						
\$0.01	<u>80</u>	<u>16</u>	<u>16</u>	<u>16</u>					<u>16</u>	<u>16</u>
\$0.05	<u>1</u>	<u>11</u>	<u>11</u>	<u>11</u>					<u>11</u>	<u>11</u>
\$0.10	<u>13</u>	<u>9</u>	<u>9</u>	<u>9</u>					<u>9</u>	<u>9</u>
\$0.25	<u>12</u>	<u>15</u>	<u>15</u>	<u>15</u>					<u>15</u>	<u>15</u>
\$1.00	<u>128</u>	<u>145</u>	<u>145</u>	<u>145</u>					<u>145</u>	<u>145</u>
\$2.00	<u>—</u>	<u>—</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>921</u>	<u>166</u>	<u>106</u>	<u>106</u>					<u>106</u>	<u>106</u>
\$10.00	<u>18</u>	<u>19</u>	<u>19</u>	<u>19</u>					<u>19</u>	<u>19</u>
\$20.00	<u>9</u>	<u>20</u>	<u>20</u>	<u>20</u>					<u>20</u>	<u>20</u>
OTHER \$'s	<u>—</u>	<u>—</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Total Change Fund	<u>1790</u>	<u>1790</u>	<u>1790</u>	<u>1790</u>					<u>1790</u>	<u>1790</u>
# Tills/Total \$	<u>4</u>	<u>active</u>	<u>4</u>	<u>active</u>					<u>4</u>	<u>active</u>
# Till Drops	<u>—</u>	<u>—</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Cust. Recov. Cert.	<u>—</u>	<u>—</u>	<u>18</u>	<u>18</u>					<u>18</u>	<u>18</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>					<u>2</u>	<u>2</u>
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>Brandon Giles</u>	Taken By Cash Controller: <u>BRANDON GILES</u>
Preparing Deposit: <u>111ta</u>	Date to Bank: <u>4/29/10</u>
Start Time: <u>11:15a</u>	Time to Bank: <u>11:20a</u>
Deposit Bag #: <u>12157985</u>	Deposit Bag #: <u>12157985</u>
Deposit Witness: <u>[Signature]</u>	Banking Witness: <u>[Signature]</u>
Deposit \$: <u>1821.09</u>	Bank Validated \$: <u>1821.09</u>
Completion Time: <u>11:25a</u>	Bank Validation Time: <u>11:30a</u>
Change Order \$: _____	Change \$ Received: _____
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #'S:	

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - _____

DATE - _____

A A A A

Napkins

PASTRY GLOVES

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
MARY	0910	(initials)	2:15
Tanisha	0920	(initials)	2:30
	(10.71)		

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
(initials)	0914	(initials)	11:20
	5.27		

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
DALLS	0912	(initials)	12:00
Shana	0888	(initials)	2:30 PM
	(.75)		

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
(initials)	09108	(initials)	2:15
BRAD	0909	(initials)	10:30
	(1.06)		

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

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My Transaction Summary

CHASE

Transaction #87	
Account Number Ending In:	6998
Checking Deposit	\$1,821.09
Cash Amount	\$1,821.09

CHASE

JPMorgan Chase Bank, N.A.
Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/20/2010 11:36

Business Date 04/20/2010
Session #34

Thank you - Alma
Cashbox #06

127157598

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$ 1821.09

DO NOT DISCARD UPON REMOVAL DATE 4/20/10

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY - _____ DATE - ____/____/____

SAFE COUNT										
NAME	OPEN: <u>Cashier</u>		MID 1: <u>ON</u>		MID 2:		MID 3:		CLOSE: <u>30</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	8:00a								2:30	9:00p
\$0.01	8	8	8	24					24	13
\$0.05	10	10	10	0					8	8
\$0.10	5	5	5	18					12	8
\$0.25	10	10	10	18					18	13
\$1.00	150	150	150	150					151	134
\$2.00	—	—	—	—					0	0
\$5.00	153	153	153	230					236	206
\$10.00	25	25	25	9					9	13
\$20.00	24	24	24	6					0	10
OTHER \$'s	—	—	—	—					0	0
Total Change Fund	1794	1794	1794						1689	1689
# Tills/Total \$	4/200	4/200	4/200	active					4/200	4/200
# Till Drops	—	—	—	6					—	—
Cust. Recov. Cert.	—	—	—	19					—	—
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	—	—	—	—					—	—
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>ON</u>	Taken By Cash Controller: <u>ON</u>
Preparing Deposit: <u>ON</u>	Date to Bank: <u>4/21</u>
Start Time: <u>10:45</u>	Time to Bank: <u>11:08</u>
Deposit Bag #: <u>127576064</u>	Deposit Bag #: <u>127576064</u>
Deposit Witness: <u>2141.00</u>	Banking Witness: <u>2141.00</u>
Completion Time: <u>11:03</u>	Bank Validated \$: <u>2141.00</u>
Change Order #: <u>10 p8 5805 10510</u>	Bank Validation Time: <u>11:03</u>
Comments: <u>500 515</u>	Change \$ Received: <u>11:03</u>
	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>ON</u>	<u>ON</u>	<u>42710518</u>	<u>ON</u>	
		<u>47770511</u>	<u>ON</u>	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments:	

*Witness on tip drop removals must be the scheduled cash controller

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

Good morning. Safe is only @ \$1689 (I inherited it this way)
Please adjust @ deposit (BU)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Manny			
Heather	74450886	(BU)	10:30
Shana	74450872	(BU)	4:00
	9.24		

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Manny	0880	(BU)	2:00
Bridget	0876	(BU)	2:15
	2.27		

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
(BU)	74450890	(BU)	2:30
Wreola	74450870	(BU)	10:10
	(.63)		

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tiff	0806	(BU)	2:50
Tuff	0878	(BU)	7:50
	(.29)		

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

10.54

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My Transaction Summary

Transaction #12
Account Number Ending In: 8998
Checking Deposit \$2,149.08

Cash Amount \$2,149.08
Bag Number 1271576066

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/22/2010 08:06

Business Date 04/22/2010
Session #6

Thank you - Nerisa
Cashbox #01

127157606
STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT DATE:-----

Cash Management Log

DAY - _____ DATE - ____/____/____

SAFE COUNT										
NAME	OPEN	MID 1:	MID 2:	MID 3:	CLOSE					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	7:00am				7:30				7:30p	10:10p
\$0.01	18	18			18	18			10	6
\$0.05	8	8			8	8			8	8
\$0.10	8	8			8	5			5	2
\$0.25	13	13			13	10			9	5
\$1.00	154	154			145	149			149	181
\$2.00	6	6			6	0			—	—
\$5.00	216	216			206	169			161	160
\$10.00	13	13			18	16			18	18
\$20.00	10	10			10	25			25	28
OTHER \$'s	5	5			0	0			—	—
Total Change Fund					1800	1800			1800	1800
# Tills/Total \$					4/ACT	4/ACT			4/ACT	4/ACT
# Till Drops					TL	TL			—	2
Cust. Recov. Cert.					18	18			18	18
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags					TL	TL			—	2
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep:	Deposit to Bank:
Cash Controller: Brandon	Taken By Cash Controller: Brandon
Preparing Deposit:	Date to Bank: 5/12/12
Start Time: 12:15pm	Time to Bank: 2:05
Deposit Bag #: 12157599	Deposit Bag #: 12157599
Deposit Witness: (Signature)	Banking Witness: (Signature)
Deposit \$: 1848.54	Bank Validated \$: 1848.54
Completion Time: 12:45pm	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1687067	T2	42770049	(Signature)	
1687067	T2	42770046	(Signature)	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Brodie	0866	BD	1:35
DAVIS	79950860	W	10:30
	(5.49)		

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Manny	0868	W	4:00
	+2.00		

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Heather	0862	BD	12:00
SAANA	79950838	W	9:00
	+39.22		

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tamika	0864	W	4:30
	(46.15)		

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1848.54
DO NOT DISCARD UPON REMOVAL DATE: 4/22/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157599

Cash Management Log

DAY- Friday DATE - 4/23/10

SAFE COUNT										
NAME	OPEN: <u>5:08 (H)</u>	MID 1: <u>Brandon</u>	MID 2:	MID 3:	CLOSE: <u>CY/KLO</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5:08</u>	<u>1:40</u>	<u>1:50P</u>	<u>7:30P</u>					<u>7:30P</u>	<u>10:30P</u>
\$0.01	<u>6</u>	<u>24</u>	<u>24</u>	<u>22</u>					<u>02</u>	<u>14</u>
\$0.05	<u>8</u>	<u>10</u>	<u>10</u>	<u>10</u>					<u>10</u>	<u>9</u>
\$0.10	<u>2</u>	<u>12</u>	<u>12</u>	<u>10</u>					<u>10</u>	<u>2</u>
\$0.25	<u>5</u>	<u>22</u>	<u>22</u>	<u>18</u>					<u>18</u>	<u>15</u>
\$1.00	<u>181</u>	<u>183</u>	<u>183</u>	<u>199</u>					<u>159</u>	<u>185</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>—</u>	<u>—</u>
\$5.00	<u>160</u>	<u>221</u>	<u>221</u>	<u>170</u>					<u>176</u>	<u>145</u>
\$10.00	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>					<u>18</u>	<u>18</u>
\$20.00	<u>28</u>	<u>1</u>	<u>1</u>	<u>14</u>					<u>17</u>	<u>24</u>
OTHER \$'s.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>—</u>	<u>—</u>
Total Change Fund	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>					<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>4/200</u>	<u>4/200</u>	<u>4/Act</u>	<u>4/Act</u>					<u>actual</u>	<u>40200</u>
# Till Drops	<u>12</u>	<u>8</u>	<u>2</u>	<u>7</u>					<u>1</u>	<u>2</u>
Cust. Recov. Cert.	<u>18</u>	<u>17</u>	<u>17</u>	<u>17</u>					<u>17</u>	<u>17</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TL</u>	<u>5</u>	<u>5</u>	<u>2</u>					<u>2</u>	<u>2</u>
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>Brandon</u>	Taken By Cash Controller: <u>Brandon</u>
Preparing Deposit: <u>Brandon</u>	Date to Bank: <u>4/23/10</u>
Start Time: <u>12:50P</u>	Time to Bank: <u>1:40pm</u>
Deposit Bag #: <u>1271576009</u>	Deposit Bag #: <u>1271576009</u>
Deposit Witness: <u>Brandon</u>	Banking Witness: <u>Brandon</u>
Deposit \$: <u>2027.71</u>	Bank Validated \$:
Completion Time: <u>1:05pm</u>	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager: <u>BS</u>
Date: <u>4/23/10</u>
Partner Name: <u>Manny</u>
Register ID: <u>1 Bottom</u>
Over/Short \$: <u>+100</u>
Comments:

PARTNER TILL AUDIT #2

Store Manager: <u>BS</u>
Date: <u>4/23/10</u>
Partner Name: <u>Tamika</u>
Register ID: <u>2 Bottom</u>
Over/Short \$: <u>(40.15)</u>
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>BS</u>	<u>CA</u>	<u>42770017</u>		
		<u>42770015</u>		

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller

DM VERIFICATION

DM Signature: _____	Date Reviewed: _____
Comments:	

CF

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Real time. Really easy. Manage your
account your way at Chase.com.
Get instant access to your account
whenever and wherever you want.
Sign up today at Chase.com/Chaseonline

My Transaction Summary

Transaction #123	
Account Number Ending In:	8998
Checking Deposit	\$2,039.71
Cash Amount	\$2,039.71

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/23/2010 13:29

Business Date 04/23/2010
Session #53

Thank you - Maxine E.
Cashbox #03

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2039.71
DO NOT DISCARD UPON REMOVAL DATE: 4/23/0
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157600

Cash Management Log

DAY: Saturday DATE: 4/24/10

SAFE COUNT										
NAME	OPEN: <u>BD</u>		MID 1: <u>Blandon</u>		MID 2:		MID 3:		CLOSE: <u>CP45161</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:05	2:15	2:50	4:00					4:00	10:47
\$0.01	14	14	7	7					7	1
\$0.05	9	8	16	16					16	14
\$0.10	7	6	30	30					30	5
\$0.25	16	21	210	210					40	150
\$1.00	185	162	162	162					162	150
\$2.00	0	0	0	0					—	—
\$5.00	149	103	515	515					515	340
\$10.00	18	18	180	180					180	240
\$20.00	24	34	680	680					680	900
OTHER \$'s	0	1100	1100	0					—	—
Total Change Fund	1200	1400	1900	1800					1800	1800
# Tills/Total \$	4/200	4/200	4/Act	4/Act					active	40200
# Till Drops	18	16	16	16					—	3
Cust. Recov. Cert.	0	0	0	0					16	16
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	12	7	7	12					—	—
Comments:	Dropped EXTRA 74451080									

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>Blandon Giles</u>	Taken By Cash Controller: <u>Blandon Broget</u>
Preparing Deposit: <u>1200</u>	Date to Bank: <u>4/24/10</u>
Start Time: <u>12:00</u>	Time to Bank: <u>12:00pm</u>
Deposit Bag #: <u>127157605</u>	Deposit Bag #: <u>127157605</u>
Deposit Witness: <u>BD</u>	Banking Witness: <u>BD</u>
Deposit \$: <u>2041.03</u>	Bank Validated \$: <u>2041.03</u>
Completion Time: <u>1052A</u>	Bank Validation Time: _____
Change Order \$: _____	Change \$ Received: _____
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager: <u>EG</u>	
Date: <u>4/24/10</u>	
Partner Name: <u>Manny</u>	
Register ID: <u>1708</u>	
Over/Short \$: <u>+3.43</u>	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #'S:			

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Charita	1070	(BD)	4:45
Broadst	1068	(BD)	(BD)

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sherna	1076	(BD)	9:00

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Mary	1078	(BD)	4:00

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nick	1060	(BD)	9:30

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

My Transaction Summary

JPMorgan Chase Bank, N.A.
Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/24/2010 12:08

Thank you - Damian
Flashbox #05

127157605
STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2046.05
DO NOT DISCARD UPON REMOVAL DATE: 4/24/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY- Sunday DATE - 4/25/10

SAFE COUNT										
NAME	OPEN: (1A)		MID 1:		MID 2:		MID 3:		CLOSE: (2D)	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6pm	2:30							2:30	8:30
\$0.01	14	14							14	14
\$0.05	14	14							14	14
\$0.10	14	14							14	14
\$0.25	150	150							150	100
\$1.00	150	150							150	100
\$2.00	150	150							150	100
\$5.00	240	240							240	150
\$10.00	240	240							240	150
\$20.00	1000	1000							1000	1000
OTHER \$'s	5	5							5	5
Total Change Fund	1800	1800							1800	1800
# Tills/Total \$	1800	1800							1800	1800
# Till Drops	4	6							4	6
Cust. Recov. Cert.	15	15							15	15
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	1040	10							1040	10
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: (1A)	Taken By Cash Controller: (2D)
Preparing Deposit: (1A)	Date to Bank: 4/25
Start Time: 10:15	Time to Bank: 2pm
Deposit Bag #: 12757604	Deposit Bag #: 12757604
Deposit Witness: (1A)	Banking Witness: (2D)
Deposit \$: 220.94	Bank Validated \$: 220.94
Completion Time: 10:39	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTALS-----
DO NOT DISCARD UPON REMOVAL DATE-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

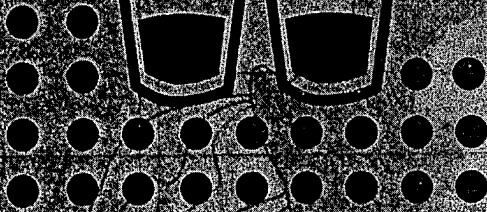
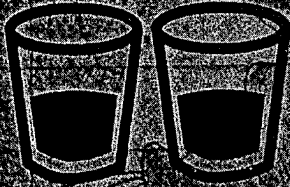
127157604

STORE NUMBER

7261
N.Y.

7261

DAILY RECORDS BOOK
THIRD QUARTER 2010 - MAY



01

07

14

21

18

25

31

04

11

18

OUR STARBUCKS MISSION

To inspire and nurture the human spirit—
one person, one cup, and one neighborhood at a time.

Here are the principles of how we live that every day:

Our Coffee

It has always been, and will always be, about quality.
We're passionate about ethically sourcing the finest coffee beans,
roasting them with great care,
and improving the lives of people who grow them.
We care deeply about all of this; our work is never done.

Our Partners

We're called partners, because it's not just a job, it's our passion.
Together, we embrace diversity to create a place where each of us can be ourselves.
We always treat each other with respect and dignity.
And we hold each other to that standard.

Our Customers

When we are fully engaged,
we connect with, laugh with, and uplift the lives of our customers—
even if just for a few moments.
Sure, it starts with the promise of a perfectly made beverage, but our work goes far beyond that.
It's really about human connection.

Our Stores

When our customers feel this sense of belonging,
our stores become a haven, a break from the worries outside, a place where you can meet with friends.
It's about enjoyment at the speed of life—sometimes slow and savored, sometimes faster.
Always full of humanity.

Our Neighborhood

Every store is part of a community, and we take our responsibility to be good neighbors seriously.
We want to be invited in wherever we do business. We can be a force for positive action—
bringing together our partners, customers, and the community to contribute every day.
Now we see that our responsibility—and our potential for good—is even larger.
The world is looking to Starbucks to set the new standard, yet again. We will lead.

Our Shareholders

We know that as we deliver in each of these areas, we enjoy the kind
of success that rewards our shareholders. We are fully accountable to get each of these
elements right so that Starbucks—and everyone it touches—can endure and thrive.

Onward.



HELPLINE AND EMAIL REFERENCE GUIDE

STORE OPERATIONS		
Accounts Payable	APCustomerCare@starbucks.com (888) 796-5282 ext. 20631-84307	Questions regarding invoices and payment status
Enterprise Help Desk (EHD)	(888) 796-5282 ext. 1	All POS/MWS computer system related issues, IT hardware, software, network, telephone
Entertainment Support Desk (ESD)	(888) 796-5282 ext. 1	For 32" LCD screen, Black Box, "Now Playing" equipment stores
Facility Contact Center (FCC)	(877) 728-9349	Brewing, grinding, Alarm System, Safe, Drive Thru headsets, and building facility issues (i.e. roof leaks, parking lot, landscaping)
Inventory	retinv@starbucks.net (888) 796-5282 ext. 20631-88441	Questions regarding cycle counts, coffee counts, full inventories and P&L inventory adjustments
Licenses and Permits	(888) 796-5282 ext. 20631-88705	Questions regarding licenses or permits
Play Network Customer Service	(888) 567-PLAY	Order CDs if necessary for overhead play
Promo/Operations Hotline	(888) 796-5282 ext. 50000-51184 option 3	Requests for promotional materials (Workbook, Siren's Eye, training materials, job aids), Daily Records Books and Duty Roster Notebooks. Questions regarding Siren's Eye, operational issues, products, beverages, or Hear Music.
Purolator Shipping Labels	(800) 326-4963 ext. 4240 (CN)	Order preprinted shipping labels for mailpack to the SSC (CN)
Retail Accounting	RetAcct@starbucks.net	Questions regarding P&L
Sales Audit	SalesAudit@starbucks.net	Questions regarding banking issues and overs/shorts
Sales Reporting Hotline	(888) 796-5282 Ext. 20631-87400	For questions from a landlord or mall office representative requesting store sales information
Signage	Preferred: signage@starbucks.com Back up: (888) 796-5282 ext. 20631-84782	Requests for promotional signage, Drive thru and interior menu inserts, pastry signage, non-SKU'd core signage and POS transaction policy stickers
Starbucks North America Voicemail (SNA VM)	(888) 729-5656	Field and support partner access
EMERGENCIES AND SECURITY		
Emergency Communications	(800) 923-BEAN [2326] ext. 2	Message board used for unexpected emergencies and information
Risk Management/Quality Assurance	(888) 796-5282 ext. 3	Report damage to store property, work-related injuries, and customer incidents
Product Quality Hotline	(888) 796-5282 ext. 3, option 3	Report specific product quality issues
PAYROLL AND PARTNER RESOURCES		
Canadian Benefits Centre	(866) 821-7913	To enroll or review your Benefit selections and RRSP contribution
Employee Assistance Program	(800) 327-5564 (U.S.) (800) 268-5211 (CN)	For assistance with personal issues and services to help balance work and life
Partner Contact Center (PCC)	(866) 504-7368	Questions regarding pay- related issues, reporting partner injuries, benefit inquiries and direct deposit assistance Canada only - contact for personal information and direct deposit changes
US Benefits Center	(877) SBUX-BEN [7289-236]	To enroll, review elections, and make changes to Benefits
Partner Self Service/My Partner Info	Store Portal	View/update personal information including direct deposit, sick/vacation time, address, emergency contact, W-4
CORPORATE COMPLIANCE		
Business Conduct Helpline	(800) 611-7792	One of several ways that partners may ask questions or report concerns regarding Business Code of Conduct

The following is the only information that may be provided to customers.

CUSTOMER SERVICE		
Customer Relations	(800) 23-LATTE [52883]	Store locations, donation requests, customer comments and questions, and equipment returns
Investor Relations	(888) 796-5282 20631-87118	Starbucks stock information.
Media Relations	(206) 318-7100	Starbucks media inquiries
Warranty Services	(800) 334-5553	Home brewing equipment troubleshooting and repair
Starbucks Card	(800) 782-7282	Questions regarding Starbucks Card

DAILY RECORDS BOOK

Use of the Daily Records Book (DRB)

This monthly book is used to record daily store information and is divided into weekly tabs for quick reference.

Retention and Destruction

For security and legal compliance, the Daily Records Book must remain in store for six months and then be returned for long-term storage and destruction. Every six months you will receive communication requiring all DRBs older than six months to be boxed up and returned using an online return or pre-addressed mailing label. This ensures retention of legally required payroll documents that are included in the DRB.

Calendar

The Daily Records Book contains the Fiscal Year Calendar to use for planning and recording store events.

Checklists and Logs

- **Paid Out Log** is a monthly log located behind the Paid Out tab and is designed to ensure all paid outs are recorded and approved. This log should be reconciled weekly by the store manager.
- **Emergency Wage Advance Log** is a monthly log designed to record all emergency wage paid outs.
- **Store Repair and Maintenance Tracking Log** is a monthly log located in the front of the DRB and is designed to track calls made to the Enterprise Help Desk, Facility and Service Desk and the Facility Contact Center.
- **Punch Communication Log, Borrowed Partner Log, and Paid Time Off Log** are located at the end of the book under the Time and Attendance tab. Use these logs to record key time and attendance information using the policies and procedures on the Time and Attendance tab.

Weekly Tabs

The following information is included in each Weekly Tab section:

- **Store Partner Pages:** a flexible tool to capture store information in one easy-to-reference place.
 - *Store Communication* ~ communicate voicemail, email and barista need-to-know information for all store partners.
 - *Partner Till Drop Log* ~ all partners with assigned tills must complete this section using the policies and procedures behind each Weekly tab.
 - *Safe Count, Change Bank Reconciliation, Deposit, and Partner Till Audit* ~ for details refer to the policies and procedures behind each Weekly tab.
 - *Partner Tip Drop Log* ~ use this log to track all tip bags dropped into the safe on a daily basis.
 - *Partner Tip Drop Removal* ~ use this space to track tip bags being removed from the store safe on a weekly basis.

Miscellaneous

- **Sales Audit Envelope** ~ for credit card slips, refunds, voids and gift certificates.
- **P-Card/Paid Out Envelope** ~ for all P-Card, Paid In and Paid Out receipts.

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The materials in this book should not be reproduced and should not be used by anyone
other than an authorized Starbucks partner.
Keep book secured when not in use.



FISCAL YEAR 2010

Week 5
Apr 26 - May 2

OCTOBER, PERIOD 1—FY '10

09/28/09–10/25/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 1	28	29	30	1	2	3	4
week 2	5	6	7	8	9	10	11
week 3	12	13	14	15	16	17	18
week 4	19	20	21	22	23	24	25

APRIL, PERIOD 7—FY '10

3/29/10–4/25/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 27	29	30	31	1	2	3	4
week 28	5	6	7	8	9	10	11
week 29	12	13	14	15	16	17	18
week 30	19	20	21	22	23	24	25

NOVEMBER, PERIOD 2—FY '10

10/26/09–11/22/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 5	26	27	28	29	30	31	1
week 6	2	3	4	5	6	7	8
week 7	9	10	11	12	13	14	15
week 8	16	17	18	19	20	21	22

MAY, PERIOD 8—FY '10

4/26/10–5/23/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 31	26	27	28	29	30	1	2
week 32	3	4	5	6	7	8	9
week 33	10	11	12	13	14	15	16
week 34	17	18	19	20	21	22	23

DECEMBER, PERIOD 3—FY '10

11/23/09–12/27/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 9	23	24	25	26	27	28	29
week 10	30	1	2	3	4	5	6
week 11	7	8	9	10	11	12	13
week 12	14	15	16	17	18	19	20
week 13	21	22	23	24	25	26	27

JUNE, PERIOD 9—FY '10

5/24/10–6/27/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 35	24	25	26	27	28	29	30
week 36	31	1	2	3	4	5	6
week 37	7	8	9	10	11	12	13
week 38	14	15	16	17	18	19	20
week 39	21	22	23	24	25	26	27

JANUARY, PERIOD 4—FY '10

12/28/09–1/24/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 14	28	29	30	31	1	2	3
week 15	4	5	6	7	8	9	10
week 16	11	12	13	14	15	16	17
week 17	18	19	20	21	22	23	24

JULY, PERIOD 10—FY '10

6/28/10–7/25/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 40	28	29	30	1	2	3	4
week 41	5	6	7	8	9	10	11
week 42	12	13	14	15	16	17	18
week 43	19	20	21	22	23	24	25

FEBRUARY, PERIOD 5—FY '10

1/25/10–2/21/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 18	25	26	27	28	29	30	31
week 19	1	2	3	4	5	6	7
week 20	8	9	10	11	12	13	14
week 21	15	16	17	18	19	20	21

AUGUST, PERIOD 11—FY '10

7/26/10–8/22/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 44	26	27	28	29	30	31	1
week 45	2	3	4	5	6	7	8
week 46	9	10	11	12	13	14	15
week 47	16	17	18	19	20	21	22

MARCH, PERIOD 6—FY '10

2/22/10–3/28/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 22	22	23	24	25	26	27	28
week 23	1	2	3	4	5	6	7
week 24	8	9	10	11	12	13	14
week 25	15	16	17	18	19	20	21
week 26	22	23	24	25	26	27	28

SEPTEMBER, PERIOD 12—FY '10

8/23/10–10/3/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 48	23	24	25	26	27	28	29
week 49	30	31	1	2	3	4	5
week 50	6	7	8	9	10	11	12
week 51	13	14	15	16	17	18	19
week 52	20	21	22	23	24	25	26
week 53	27	28	29	30	1	2	3

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.



A series of horizontal lines for writing, spanning the width of the page below the header area.

Cash Management Log

DAY- Mon DATE - 4/26/10

SAFE COUNT										
NAME	OPEN	MID 1:	MID 2:	MID 3:	CLOSE: (87)					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	9:11	1:30							1:30	4:30
\$0.01	10	10							10	1
\$0.05	30	30							30	28
\$0.10	50								50	50
\$0.25	190	190							180	120
\$1.00	216	216							216	202
\$2.00	5	5							5	5
\$5.00	1005	1005							1005	1025
\$10.00	150	150							150	150
\$20.00	160	160							160	260
OTHER \$'s	179	179							179	179
Total Change Fund	179	179							179	1836
# Tills/Total \$	40	40							40	4200
# Till Drops	0	0							0	0
Cust. Recov. Cert.	0	0							0	0
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	10	17							10	17
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller: <u>CA</u>	Taken By Cash Controller: <u>CA</u>	Date to Bank: <u>4/26/10</u>	Time to Bank: <u>12:20</u>
Preparing Deposit: <u>12765</u>	Deposit Bag #: <u>1603</u>	Bank Validated \$: <u>1613.91</u>	Bank Validation Time: <u>12:10</u>
Start Time: <u>11:57</u>	Completion Time: <u>12:10</u>	Change \$ Received: <u>11.90</u>	
Deposit \$: <u>1613.91</u>	Comments:		

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
161344	CA	42710040		
166344	CA	42770044		

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

OK. The safe is really off. Charita and I both came up w/ different numbers.

Also at close I tried to put the lightbulb back in the pastry case and very much electrocuted myself. Please put it back in for me (with the electricity off!!!) I'm scared of it. Cyaw soon (SD)

2

* mop sink

14

* inside Fridge

5

* inside Windows + ledges

12

202

205

15

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tiffany	0910	(SD)	11:30
Budger			+12.29

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nicola	1082	(SD)	1:40
	0830		
			+0.47

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tamara	1096	(SD)	3:00
Heather	0830		
			-21.81

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Hanny	0892	(SD)	1:45
Mamy	0830	(SD)	6:20
			-4.22

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
			+13.73

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

127157603

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----

DO NOT DISCARD UPON REMOVAL DATE:-----

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

My Transaction Summary

JPMorgan Chase Bank, N.A.
W Village Branch
1-800-234-2239
Member FDIC, Equal Housing Lender
Please keep your records
04/27/2016 10:00

Thank you - Nerise
Cashbox #01

CHASE



CHASE

Real time. Really easy. Manage your
account your way at Chase.com.
Get instant access to your account
anytime, anywhere with Chase Mobile.
Sign up today at Chase.com/Chaseonline



My Transaction Summary

CHASE

Transaction #106
Account Number Ending In: 8998
Checking Deposit \$2,201.96
Cash Amount \$2,201.96
Bag Number 127153033



CHASE

JPMorgan Chase Bank, N.A.
1 Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/27/2010 10:26



CHASE

Business Date 04/27/2010
Session #48

Thank you - Nerisa
Cashbox #01

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

24 ps
11 RLS

9 DL3

13 QIS

21015
238515
13 1015
3 2015
1

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
TIFF	74450822	TJ	12pm
NICK			
Nicola	74450806	era	10:10p
			(1.55)

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
DJOW	74450822	TJ	2:09
			60

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
NICK	74450822	TJ	12:30
NICK	74450812	TJ	4:20pm
Shana	74450808	era	8:30p
			1.60

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Timma	74450824	TJ	2:10
			20

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

My Transaction Summary

JPMorgan Chase Bank, N.A.
 Village Abingdon Square, Branch 000219
 1-800-935-9935
 Member FDIC, Equal Housing Lender
 Please keep your receipt
 04/28/2010 09:53

Thank you - Nerisa
Cashbox #01

Gurlov - 24

STORE NUMBER _____

7547

DAILY RECORDS BOOK
FOURTH QUARTER 2010 - AUGUST



OUR STARBUCKS MISSION

To inspire and nurture the human spirit—
one person, one cup, and one neighborhood at a time.

Here are the principles of how we live that every day:

Our Coffee

It has always been, and will always be, about quality.
We're passionate about ethically sourcing the finest coffee beans,
roasting them with great care,
and improving the lives of people who grow them.
We care deeply about all of this; our work is never done.

Our Partners

We're called partners, because it's not just a job, it's our passion.
Together, we embrace diversity to create a place where each of us can be ourselves.
We always treat each other with respect and dignity.
And we hold each other to that standard.

Our Customers

When we are fully engaged,
we connect with, laugh with, and uplift the lives of our customers—
even if just for a few moments.
Sure, it starts with the promise of a perfectly made beverage, but our work goes far beyond that.
It's really about human connection.

Our Stores

When our customers feel this sense of belonging,
our stores become a haven, a break from the worries outside, a place where you can meet with friends.
It's about enjoyment at the speed of life—sometimes slow and savored, sometimes faster.
Always full of humanity.

Our Neighborhood

Every store is part of a community, and we take our responsibility to be good neighbors seriously.
We want to be invited in wherever we do business. We can be a force for positive action—
bringing together our partners, customers, and the community to contribute every day.
Now we see that our responsibility—and our potential for good—is even larger.
The world is looking to Starbucks to set the new standard, yet again. We will lead.

Our Shareholders

We know that as we deliver in each of these areas, we enjoy the kind
of success that rewards our shareholders. We are fully accountable to get each of these
elements right so that Starbucks—and everyone it touches—can endure and thrive.

Onward.



HELPLINE AND EMAIL REFERENCE GUIDE

STORE OPERATIONS		
Accounts Payable	APCustomerCare@starbucks.com (888) 796-5282 ext. 20631-84307	Questions regarding invoices and payment status
Enterprise Help Desk (EHD)	(888) 796-5282 ext. 1	All POS/MWS computer system related issues, IT hardware, software, network, telephone
Entertainment Support Desk (ESD)	(888) 796-5282 ext. 1	For 32" LCD screen, Black Box, "Now Playing" equipment stores
Facility Contact Center (FCC)	(877) 728-9349	Brewing, grinding, Alarm System, Safe, Drive Thru headsets, and building facility issues (i.e. roof leaks, parking lot, landscaping)
Inventory	retinv@starbucks.net (888) 796-5282 ext. 20631-88441	Questions regarding cycle counts, coffee counts, full inventories and P&L inventory adjustments
Licenses and Permits	(888) 796-5282 ext. 20631-88705	Questions regarding licenses or permits
Play Network Customer Service	(888) 567-PLAY	Order CDs if necessary for overhead play
Promo/Operations Hotline	(888) 796-5282 ext. 50000-51184 option 3	Requests for promotional materials (Workbook, Siren's Eye, training materials, job aids), Daily Records Books and Duty Roster Notebooks. Questions regarding Siren's Eye, operational issues, products, beverages, or Hear Music.
Purolator Shipping Labels	(800) 326-4963 ext. 4240 (CN)	Order preprinted shipping labels for mailpack to the SSC (CN)
Retail Accounting	RetAcct@starbucks.net	Questions regarding P&L
Sales Audit	SalesAudit@starbucks.net	Questions regarding banking issues and overs/shorts
Sales Reporting Hotline	(888) 796-5282 Ext. 20631-87400	For questions from a landlord or mall office representative requesting store sales information
Signage	Preferred: signage@starbucks.com Back up: (888) 796-5282 ext. 20631-84782	Requests for promotional signage, Drive thru and interior menu inserts, pastry signage, non-SKU'd core signage and POS transaction policy stickers
Starbucks North America Voicemail (SNA VM)	(888) 729-5656	Field and support partner access
EMERGENCIES AND SECURITY		
Emergency Communications	(800) 923-BEAN [2326] ext. 2	Message board used for unexpected emergencies and information
Global Security Operations Center - GSOC	(888) 796-5282 ext. 85400	Report non-emergency and emergency security incidents
Risk Management/Quality Assurance	(888) 796-5282 ext. 3	Report damage to store property, work-related injuries, and customer incidents
Product Quality Hotline	(888) 796-5282 ext. 3, option 3	Report specific product quality issues
PAYROLL AND PARTNER RESOURCES		
Canadian Benefits Centre	(866) 821-7913	To enroll or review your Benefit selections and RRSP contribution
Employee Assistance Program	(800) 327-5564 (U.S.) (800) 268-5211 (CN)	For assistance with personal issues and services to help balance work and life
Partner Contact Center (PCC)	(866) 504-7368	Questions regarding pay- related issues, reporting partner injuries, benefit inquiries and direct deposit assistance Canada only - contact for personal information and direct deposit changes
US Benefits Center	(877) SBUX-BEN [7289-236]	To enroll, review elections, and make changes to Benefits
Partner Self Service/My Partner Info	Store Portal	View/update personal information including direct deposit, sick/vacation time, address, emergency contact, W-4
CORPORATE COMPLIANCE		
Business Conduct Helpline	(800) 611-7792 (866) 614-0760 - French-speaking partners	One of several ways that partners may ask questions or report concerns regarding Business Code of Conduct

The following is the only information that may be provided to customers.

CUSTOMER SERVICE		
Customer Relations	(800) 23-LATTE [52883]	Store locations, donation requests, customer comments and questions, and equipment returns
Investor Relations	(888) 796-5282 20631-87118	Starbucks stock information.
Media Relations	(206) 318-7100	Starbucks media inquiries
Starbucks Internet website	Starbucks.com	Company information, Starbucks Card, nutritional information, job postings, etc.
Warranty Services	(800) 334-5553	Home brewing equipment troubleshooting and repair
Starbucks Card	(800) 782-7282	Questions regarding Starbucks Card



FISCAL YEAR 2010

Week 1
Jul 26 - Aug 1

OCTOBER, PERIOD 1—FY '10

09/28/09–10/25/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 1	28	29	30	1	2	3	4
week 2	5	6	7	8	9	10	11
week 3	12	13	14	15	16	17	18
week 4	19	20	21	22	23	24	25

APRIL, PERIOD 7—FY '10

3/29/10–4/25/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 27	29	30	31	1	2	3	4
week 28	5	6	7	8	9	10	11
week 29	12	13	14	15	16	17	18
week 30	19	20	21	22	23	24	25

NOVEMBER, PERIOD 2—FY '10

10/26/09–11/22/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 5	26	27	28	29	30	31	1
week 6	2	3	4	5	6	7	8
week 7	9	10	11	12	13	14	15
week 8	16	17	18	19	20	21	22

MAY, PERIOD 8—FY '10

4/26/10–5/23/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 31	26	27	28	29	30	1	2
week 32	3	4	5	6	7	8	9
week 33	10	11	12	13	14	15	16
week 34	17	18	19	20	21	22	23

DECEMBER, PERIOD 3—FY '10

11/23/09–12/27/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 9	23	24	25	26	27	28	29
week 10	30	1	2	3	4	5	6
week 11	7	8	9	10	11	12	13
week 12	14	15	16	17	18	19	20
week 13	21	22	23	24	25	26	27

JUNE, PERIOD 9—FY '10

5/24/10–6/27/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 35	24	25	26	27	28	29	30
week 36	31	1	2	3	4	5	6
week 37	7	8	9	10	11	12	13
week 38	14	15	16	17	18	19	20
week 39	21	22	23	24	25	26	27

JANUARY, PERIOD 4—FY '10

12/28/09–1/24/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 14	28	29	30	31	1	2	3
week 15	4	5	6	7	8	9	10
week 16	11	12	13	14	15	16	17
week 17	18	19	20	21	22	23	24

JULY, PERIOD 10—FY '10

6/28/10–7/25/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 40	28	29	30	1	2	3	4
week 41	5	6	7	8	9	10	11
week 42	12	13	14	15	16	17	18
week 43	19	20	21	22	23	24	25

FEBRUARY, PERIOD 5—FY '10

1/25/10–2/21/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 18	25	26	27	28	29	30	31
week 19	1	2	3	4	5	6	7
week 20	8	9	10	11	12	13	14
week 21	15	16	17	18	19	20	21

AUGUST, PERIOD 11—FY '10

7/26/10–8/22/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 44	26	27	28	29	30	31	1
week 45	2	3	4	5	6	7	8
week 46	9	10	11	12	13	14	15
week 47	16	17	18	19	20	21	22

MARCH, PERIOD 6—FY '10

2/22/10–3/28/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 22	22	23	24	25	26	27	28
week 23	1	2	3	4	5	6	7
week 24	8	9	10	11	12	13	14
week 25	15	16	17	18	19	20	21
week 26	22	23	24	25	26	27	28

SEPTEMBER, PERIOD 12—FY '10

8/23/10–10/3/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 48	23	24	25	26	27	28	29
week 49	30	31	1	2	3	4	5
week 50	6	7	8	9	10	11	12
week 51	13	14	15	16	17	18	19
week 52	20	21	22	23	24	25	26
week 53	27	28	29	30	1	2	3

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

DAY - Monday

DATE - 7/26/10

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Michael	99321467	MD	7:32
Jim	99321469	MD	1:150

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Simon	9932478	AC	7:30p

TFL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Helen	99321465	RB	11:50
Miguel	99321471	AC	11:30

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TIL DROP LOCK

[illegible]

THE DROP LOG

[illegible]

Cash Management Log

DAY- Mon DATE - 7/26/10

SAFE COUNT										
NAME	OPEN: <u>7/26/10</u>		MID 1: <u>BECKY</u>		MID 2:		MID 3:		CLOSE: <u>Andy</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5:20</u>	<u>10:30</u>	<u>10:45A</u>	<u>4:40P</u>					<u>5:20P</u>	<u>12:00A</u>
\$0.01	<u>20</u>	<u>10</u>	<u>0</u>	<u>40</u>	<u>+20</u>				<u>40</u>	<u>34</u>
\$0.05	<u>23</u>	<u>23</u>	<u>23</u>	<u>17</u>	<u>-12</u>				<u>17</u>	<u>17</u>
\$0.10	<u>22</u>	<u>22</u>	<u>20</u>	<u>14</u>	<u>-30</u>				<u>14</u>	<u>14</u>
\$0.25	<u>14</u>	<u>14</u>	<u>12</u>	<u>45</u>	<u>+330</u>				<u>45</u>	<u>45</u>
\$1.00	<u>64</u>	<u>64</u>	<u>94</u>	<u>211</u>	<u>+115</u>				<u>211</u>	<u>172</u>
\$2.00	<u>6</u>	<u>6</u>	<u>8</u>	<u>8</u>					<u>0</u>	<u>0</u>
\$5.00	<u>108</u>	<u>108</u>	<u>88</u>	<u>129</u>	<u>+215</u>				<u>129</u>	<u>79</u>
\$10.00	<u>10</u>	<u>10</u>	<u>10</u>	<u>11</u>	<u>+10</u>				<u>11</u>	<u>15</u>
\$20.00	<u>50</u>	<u>50</u>	<u>55</u>	<u>18</u>	<u>-740</u>				<u>18</u>	<u>33</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Total Change Fund	<u>2000</u>	<u>2000</u>	<u>2000</u>	<u>1900</u>					<u>1900</u>	<u>1900</u>
# Tills/Total \$	<u>4/200</u>	<u>4/200</u>	<u>active</u>	<u>active</u>					<u>active</u>	<u>4/200</u>
# Till Drops	<u>2</u>	<u>2</u>	<u>1</u>	<u>110</u>					<u>10</u>	<u>7</u>
Cust. Recov. Cert.	<u>12</u>	<u>12</u>	<u>34</u>	<u>34</u>					<u>34</u>	<u>34</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>2</u>	<u>2</u>	<u>0</u>	<u>110</u>					<u>2</u>	<u>2</u>
Comments:										

Report Store Operating Funds	
Signature: <u>[Signature]</u>	\$ Amount Entered: <u>3000</u>

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>[Signature]</u>	Taken By Cash Controller: <u>[Signature]</u>
Preparing Deposit: <u>[Signature]</u>	Date to Bank: <u>[Signature]</u>
Start Time: <u>[Signature]</u>	Time to Bank: <u>[Signature]</u>
Deposit Bag #: <u>[Signature]</u>	Deposit Bag #: <u>[Signature]</u>
Deposit Witness: <u>[Signature]</u>	Banking Witness: <u>[Signature]</u>
Deposit \$: <u>[Signature]</u>	Bank Validated \$: <u>[Signature]</u>
Completion Time: <u>[Signature]</u>	Bank Validation Time: <u>[Signature]</u>
Change Order #: <u>1025-</u>	Change \$ Received: <u>1025-</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	<u>1370857</u>
INITIALS:	<u>ND</u>
CC WITNESS (mandatory):	<u>[Signature]</u>
TIME:	<u>1020</u>
DROPPED BAG #S:	
<u>46478727</u> <u>46478732</u>	
<u>46478728</u>	
<u>46478731</u>	
<u>46478730</u>	
<u>46478729</u>	
<u>42810634</u>	
<u>46478733</u>	

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

DAY- Tues DATE - 7/27/10

SAFE COUNT										
NAME	OPEN: <u>Becky</u>		MID 1: <u>K</u>		MID 2:		MID 3:		CLOSE: <u>End</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5A	1400	145	350					4:05m	12:13p
\$0.01	384	32	32	32					32	20
\$0.05	17	15	15	15					15	11
\$0.10	13	31	31	31					31	28
\$0.25	44	43	43	41					41	33
\$1.00	172	162	162	164					164	132
\$2.00	0	0	0	0					0	0
\$5.00	73	138	138	138					138	46
\$10.00	15	18	18	18					18	21
\$20.00	32	12	12	13					13	25
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	1903	1903	1903	1905					1905	1905
# Tills/Total \$	40200	active	412	4FL					Active	Active
# Till Drops	110	110	119	116					12	12
Cust. Recov. Cert.	34	34	34	34					34	34
P-Card	Y(N)	Y(N)	Y(N)	Y(N)	Y/N	Y/N	Y/N	Y/N	Y(N)	Y(N)
# Tip Bags	110	110	112	112					12	12
Comments:	2B is -\$291									

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>K</u>	Taken By Cash Controller: <u>BB</u>
Preparing Deposit: <u>1025</u>	Date to Bank: <u>7/27</u>
Start Time: <u>1025</u>	Time to Bank: <u>1110</u>
Deposit Bag #: <u>121655067412</u>	Deposit Bag #: <u>11655067412</u>
Deposit Witness: <u>BB</u>	Banking Witness: <u>K</u>
Deposit \$: <u>21686.18</u>	Bank Validated \$: <u>21686.18</u>
Completion Time: <u>1045</u>	Bank Validation Time: <u>1130</u>
Change Order \$: <u>0.00</u>	Change \$ Received: <u>0.00</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1
Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2
Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3
Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>163359</u>	<u>[initials]</u>	<u>46478735</u>	<u>UP</u>	<u>8:42pm</u>
<u>163359</u>	<u>[initials]</u>	<u>46478736</u>	<u>W</u>	<u>8:42pm</u>
<u>163359</u>	<u>[initials]</u>	<u>46478739</u>	<u>WA</u>	<u>8:42pm</u>

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #'S:	

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Wed

DATE - 7-28-10

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
REUCY	99321495	JA	2:07 PM
Edwin	BF99321503	(JA)	11:45 PM

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
JW	99321499	JA	3:35 PM

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
MICHAEL	—	—	—
HELEN	BF99321501	(JA)	7:14 PM

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
KEVIN	99321497	JA	2:10 PM
Setz	BF99321505	(JA)	1:06 PM

REGISTER 3 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

CHASE

Open a Home Equity Line of Credit,
Consolidate your debt,
Remodel your home, Pay for college,
Talk to a Personal Banker today!

My Transaction Summary

CHASE

Transaction #9
Account Number Ending In: 9582
Checking Deposit \$2,486.18
Cash Amount \$2,486.18

Further review may result in delayed
availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Sheridan Square, Branch 000694
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
.07/27/2010 11:06

E CHASE


Business Date 07/27/2010
Session #5

Thank you - Karamotu
Cashbox #03

TransSource

DATE 7/12/10

DEPOSIT TICKET



STARBUCKS COFFEE COMPANY
STORE #7547
SHERIDAN SQUARE (72 GROVE ST)

	DOLLARS	CENTS
CURRENCY	24	76
COIN	10	18
CHECKS <small>LIST EACH SEPARATELY</small>		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY

PRINT NAME Kevin Nagle

DEPOSIT BAG #

TOTAL

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

7547 5602010221

7771695821

DEPOSIT TICKET

TOTAL ITEMS 1

OBJECTS AND OTHER ITEMS ARE RESERVED FOR DEPOSIT TICKET TO THE PROVISIONS OF THE BANK OF AMERICA COLLECTION AGREEMENT. DEPOSITS MAY NOT BE REMOVED FROM THE COLLECTION.

TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #ZZUM9045

DAY- Wed DATE- 7/28/10

Report Store Operating Funds	
Signature:	\$ Amount Entered:

DEPOSIT INFORMATION			
Deposit Prep		Deposit to Bank	
Cash Controller:	<i>Ken</i>	Taken By Cash Controller:	<i>Ken</i>
Preparing Deposit:		Date to Bank:	<i>7/5/8</i>
Start Time:	<i>1000</i>	Time to Bank:	<i>1120</i>
Deposit Bag #:	<i>99321491</i>	Deposit Bag #:	<i>99321491</i>
Deposit Witness:	<i>MB</i>	Banking Witness:	<i>MB</i>
Deposit \$:	<i>2714.38</i>	Bank Validated \$:	<i>2714.38</i>
Completion Time:	<i>1025</i>	Bank Validation Time:	<i>1140</i>
Change Order \$:	<i>500-</i>	Change \$ Received:	<i>500-</i>
Comments: <i>+\$100 → Sepa</i>		Comments:	

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

C
CHASE
CHASE
CHASE
CHASE
CHASE

Open a Home Equity Line of Credit,
Consolidate your debt,
Remodel your home, Pay for college,
Talk to a Personal Banker today!

My Transaction Summary

Transaction #23
Account Number Ending In: 9582
Checking Deposit \$2,714.38
Cash Amount \$2,714.38

Further review may result in delayed
availability of this deposit
.....

JPMorgan Chase Bank, N.A.
Sheridan Square, Branch 000694
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/28/2010 11:03

Business Date 07/28/2010
Session #15

Thank you - Rahat
Cashbox #04

DATE 7/28/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	20	11
COIN	15	50
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Kevin Nagle

DEPOSIT BAG # 79321491

TOTAL 2714 50

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #22UM9045

TOTAL ITEMS 2

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #7547
SHERIDAN SQUARE (72 GROVE ST)

JPMORGAN CHASE BANK

7547 1:560 2010221

777 1695821

DEPOSIT TICKET

ITEMS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE BANK'S DEPOSIT COLLECTION AGREEMENT. PERSONS MAY NOT WITHDRAWAL FROM THE DEPOSIT.

\$1 -	119	102
\$5 -	197	178
\$10 -	25	26
\$20 -	44	21

Cash Management Log

DAY- Thurs DATE - 7/29/10

SAFE COUNT										
NAME	OPEN: <u>Becky</u>		MID 1: <u>Andy</u>		MID 2:		MID 3:		CLOSE: <u>Mike</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5A	12:20	12:30	4:15					4:25 PM	1:01 AM
\$0.01	6	4	4	54					46	40
\$0.05	5	5	5	55					53	50
\$0.10	21	19	19	20					17	14
\$0.25	21	19	19	45					42	39
\$1.00	152	63	63	168					176	200
\$2.00	0	0	0	0					0	0
\$5.00	178	112	112	229					210	186
\$10.00	26	20	20	1					4	5
\$20.00	21	40	40	0					5	12
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2000	2000	2000	2000					2000	2000
# Tills/Total \$	4/200	Active	Active	Active					Active	4/200
# Till Drops	40	40	40	40					40	40
Cust. Recov. Cert.	35	35	35	35					35	40
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	40	40	40	40					40	40
Comments:	(2)									

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION			
Deposit Prep		Deposit to Bank	
Cash Controller:	<u>Andy Charles</u>	Taken By Cash Controller:	<u>Andy Charles</u>
Preparing Deposit:	<u>10:00 AM</u>	Date to Bank:	<u>7/29/10</u>
Start Time:	<u>10:00 AM</u>	Time to Bank:	<u>11:30 AM</u>
Deposit Bag #:	<u>122591200</u>	Deposit Bag #:	<u>122591200</u>
Deposit Witness:	<u>[Signature]</u>	Banking Witness:	<u>[Signature]</u>
Deposit \$:	<u>2635.35</u>	Bank Validated \$:	<u>2635.35</u>
Completion Time:	<u>10:30 AM</u>	Bank Validation Time:	<u>12:00 PM</u>
Change Order \$:		Change \$ Received:	
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1625485	HK	46478737	BS	7P
1625485	HK	46478738	BS	7P

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #'S:			

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

CHASE

CHASE

Open a Home Equity Line of Credit,
Consolidate your debt,
Remodel your home, Pay for college,
Talk to a Personal Banker today!

My Transaction Summary

CHASE

Transaction #97
Account Number Ending In: 9582
Backing Deposit \$2,635.35
Cash Amount \$2,635.35

Further review may result in delayed
availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Sheridan Square, Branch 000694
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/29/2010 16:03

Business Date 07/29/2010
Session #38

SE

Thank you - Rahat
Cashbox #04

TranSource

DATE: 7/29/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY: *[Signature]*

DEPOSIT VERIFIED BY: *[Signature]*

PRINT NAME: *[Signature]*

DEPOSIT BAG # *[Signature]*

TOTAL *1663.71*

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

STARBUCKS COFFEE COMPANY
STORE #7547
SHERIDAN SQUARE (72 GROVE ST)
MORGAN CHASE BANK

7547 15602010001
7771895821

DEPOSIT TICKET

ORDER #22010045